



TENNESSEE ARTS COMMISSION Arts Education Teacher Incentive Grants

Arts Education Grant Guidelines Teacher Incentive Grants (AE-TI) FY 2013

Before applying for a grant, applicants are responsible for reading and complying with all [LEGAL REQUIREMENTS](#) on the Commission's website at tn.gov/arts.

DESCRIPTION

The Teacher Incentive Grant category is designed to help full-time educators, including arts specialists, general classroom teachers, principals, roster teaching artists, and arts education administrators who work directly in or with K-12 schools to take advantage of unique opportunities that significantly will benefit their work or career development in **arts integration**. Arts integration involves integrating standards-based performing, visual, and literary arts into non-arts subjects such as math, science, and reading.

Funds may only be requested for professional development opportunities in which **arts integration is the primary focus**.

Membership conferences in which arts integration may be one of many topics or is a secondary focus may not be considered.

Applicants should verify eligibility of the program with the Director of Arts Education **before** submitting an application.

The earliest start date for a project is July 1, 2012. The latest end date for a project is June 15, 2013. This program is open throughout Fiscal Year 2013 OR until all funds are expended ("first come, first served").

CONTACT

Applicants must contact the Director of Arts Education before making application. Contact: Ann Brown, Director of Arts Education at ann.brown@tn.gov or 615-532-5939.

DEADLINE

Three deadlines exist for this program:

- 1)** Applicants must notify the Director of Arts Education prior to submitting an eGrant application.
- 2)** The completed eGrant application must be submitted electronically online at least (30) days prior to the beginning of the project.
- 3)** The required number of hard copies containing all supplemental documents must be postmarked or hand-delivered to the Commission at least thirty (30) days prior to the beginning of the project.

Failure to meet all of these deadlines will disqualify the application.

FUNDING

Requests may range from \$300 to \$1,000 for **specific documented Commission-approved training in arts integration** that will occur in Fiscal Year 2013 (July 1, 2012 – June 15, 2013).

Training must be a minimum of TWO consecutive full days to be eligible for funding and must support a minimum request of \$300. Applications for less than \$300 will not be considered.

Funds are awarded on a reimbursement basis to **individual applicants**. Organizations, schools or any other groups may **NOT** apply. Reimbursement is made after proof of attendance and receipts documenting expenses are provided. ****All receipts must be in the name of the applicant individual.** Receipts in the name of spouses or roommates will NOT be accepted.** Expenses that were **not** incurred directly by the applicant (*example: school pays for registration fee*) may **not** be claimed.

Funds may be requested for the following:

- **Registration fees**
- **Transportation** for the individual applicant only. Airfare may be requested for out-of-state opportunities. Mileage and/or rental car fees may be requested for both in-state and out-of-state opportunities. Mileage reimbursement is \$.47/mile and subject to change per state regulations. To determine mileage, applicants must use Mapquest or another tool to verify round trip distance.
- **Stipends:** Applicants may request a \$100 stipend for each **full day** of training (7 or more hours) and \$50 for each half day (less than 7 hours).

ELIGIBILITY

General full-time classroom teachers, arts specialists, principals, TAC roster teaching artists, and arts education administrators who work directly in or with public or private elementary, middle, or high schools in Tennessee are eligible. Applicants must be at least 18 years of age and be legal residents of Tennessee at the time of application with a permanent Tennessee mailing address. The Commission will accept as evidence of residency a valid Tennessee voter registration card or a State of Tennessee driver's license. Applicants may be requested to submit a copy of their most recently filed Federal Income Tax--Form 1040, if there is a question concerning legal residency.

Those not eligible to apply include: organizations; full-time State of Tennessee employees; members of the Commission, its staff, and members of their families; full-time registered students working toward a degree or diploma in an educational institution; teaching assistants; and artists not on the TAC roster.

RESTRICTIONS

The following conditions must be met:

- Only one Teacher Incentive grant will be awarded to an individual in a single fiscal year. A maximum of five may be awarded to individuals employed at any given school or organization in any grant cycle.
- Applicants must attend the entire opportunity for which they are applying and provide proof of attendance. Failure to attend the entire opportunity and/or provide proof of attendance **for any reason will disqualify the application and nullify the grant contract.**
- Applicants are strongly encouraged to submit realistic budget projections in their application. Before applying, price airlines tickets and Mapquest distance between home and the event to estimate mileage. Call the hotel to obtain the price per night with taxes. Providing realistic expenses will save time and paperwork during the close-out process and expedite payment.
- All reservations must be made in the name of the applicant. Expenses paid for by credit card or check must be in the name of the applicant to receive funding. Receipts will *not* be honored if they are in a spouse's name or someone other than the applicant.
- For applicants who are sharing travel and rooming expenses, grant funds will be awarded to the applicant named on the receipt. It is the responsibility of the applicant, **NOT the Arts Commission**, to sort out shared expenses.
- Applicants who are attending the same opportunity and sharing transportation and/or rooming costs with another applicant may not "double-dip" and ask for reimbursement of expenses that were not incurred. For example, two applicants sharing a room may not both claim the total cost of the room. This action will disqualify the applications of all individuals involved and nullify all grant contracts.
- A cash match is NOT required in this category, but demonstrates the applicant's commitment toward the project.

Examples of activities NOT supported by Teacher Incentive Grants:

- Strictly commercial activities (i.e. projects that are primarily revenue-producing and benefit the applicant financially). Applicants may **not** request funds for opportunities in which they are being compensated in any way for presenting, including waived registration fees.
- Professional development that does not have arts integration as its primary focus.
- Fees for medical, legal, accounting, or insurance.
- Food.
- Applicant's own artistic or consultant fees.
- Release time or sabbatical from work.
- Purchase of equipment and/or supplies.
- Projects that are currently or could potentially be funded under another TAC Arts Education category.
- Expenses involved in establishing, maintaining, or administering an organization or company.
- Membership dues.

REQUIREMENTS

- AE-TI grantees who receive an award of \$600 or over will be sent a 1099 form for IRS tax purposes.
- If approved, funds are paid to the applicant on a **reimbursement basis**. Payment will be made only **after** the applicant has completed the project and has submitted:
 - Proof of attendance such as a certificate or letter from a conference administrator verifying the applicant attended the entire opportunity.
 - Receipts **in the applicant's name** that verify expenditures. Hotel or travel expenditures in a spouse's name or roommates name will not be accepted.
 - An invoice addressed to the TN Arts Commission for the full amount noted in the grant award email.

ACCESSIBILITY

No person on the ground of race, color, national origin, disability, age, religion or sex shall be excluded from participation in, or be denied benefits of, or otherwise be subject to discrimination of services, programs and employment provided by the Commission and its contracting agencies.

REVIEW PROCESS

Teacher Incentive Grant applications are reviewed "in-house" by Commission members and staff. Funding notification will take approximately 30 days from the time the application is submitted. Applicants have 30 days from the end of the professional development opportunity to submit receipts and all required close-out paperwork.

HOW TO APPLY

- STEP #1:** READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY. Failure to complete all the necessary application requirements will disqualify the application.
- STEP #2:** Read all the [LEGAL REQUIREMENTS](#) on the Commission's website to ensure the project is within the scope of what the Commission is able to fund.
- STEP #3:** Contact the Director of Arts Education at ann.brown@tn.gov to ensure funding is still available.
- STEP #4:** Be prepared to:
- Complete the online eGrant application by the deadline
 - Submit the required number of hard copies with all required documents by the deadline
- STEP #5:** Access the online eGrant application by clicking on the [eGrant](#) link or by accessing the application through the Commission's home page at tn.gov/arts. The eGrant must be submitted online no less than 30 days prior to the start of the activity.

For detailed instructions, consult the *Question-by-Question Teacher Incentive Instructions* at the end of these Guidelines.

STEP #6: Complete all sections of the eGrant. The final section, entitled “**Required Documents**” (see diagram below) contains the narrative, budget and assurances pages. Click on the designated links to open these documents. In order to save and print these documents, **YOU MUST SAVE THEM TO YOUR DESKTOP**. These documents must be added to the hard copy applications. For technical assistance with the eGrant application, contact Lee Baird at lee.baird@tn.gov.



STEP #7: Complete and print the narrative, budget and assurance pages found under the “**Required Documents**” section. You will need them later to collate with the hard copy of the eGrant application.

STEP #8: Once you have finished **and submitted** the eGrant, go back to the **Main Menu** and print a copy of the completed eGrant application by clicking on the yellow “VIEW” button.

It looks like this!



NOTE: Once printed, if text boxes are still visible or if the application has “DRAFT” printed across each page, then the application is printed incorrectly. **You must print in the “VIEW” mode for the application to be accepted.**

STEP #9: Preparing the hard copies of the application: Once you have printed out a hard copy of the eGrant application as well as hard copies of the narrative, budget and assurance pages, add the following:

- **Current resume**
- **Copy of valid TN Driver’s license or TN Voter’s Registration card**
- **Brochure or other marketing material on the arts integration training activity showing the dates and cost of registration**

THE PRINTED eGrant APPLICATION ALONG WITH THE NARRATIVE, BUDGET, ASSURANCE PAGE AND BULLETED LIST OF ADDITIONAL ITEMS ABOVE COMPRISE A COMPLETED GRANT APPLICATION. APPLICATIONS NOT COLLATED CORRECTLY ACCORDING TO THE DIAGRAM PROVIDED OR MISSING ONE OR MORE OF THE ABOVE WILL BE DISQUALIFIED.

STEP #10: Make 2 single-sided copies of the completed application **for a total of 3 applications**. **Staple** the original and each copy in the **upper left-hand corner**. Place the original application at the top of this stack and write the word “original” at the top of the first page. **Note:** The original application is the one with the original signatures.

STEP #11: To complete the application process, mail the required number of applications (3) to: Tennessee Arts Commission, 401 Charlotte Avenue, Nashville, TN 37243. Applications must be postmarked or hand-delivered to the

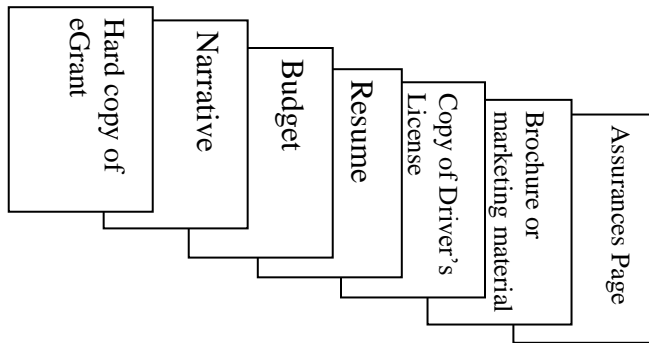
Commission no less than 30 days prior to the project start date. **NOTE:** An application will NOT be processed until both the electronically submitted eGrant and printed copies are received by the Tennessee Arts Commission.

CHECKLIST: Use the check boxes to ensure all steps have been completed:

- ☐ eGrant completed & submitted online by deadline
- ☐ eGrant printed out correctly using yellow "VIEW" button
- ☐ Additional required documents attached to hard copy of eGrant
 - ☐ Narrative
 - ☐ Budget
 - ☐ Resume
 - ☐ Copy of TN Driver's License or Voter Registration Card
 - ☐ Brochure of training activity
 - ☐ Assurances Page
- ☐ 3 collated packets completed (single-sided, 1 original plus 2 copies)
- ☐ 3 packets mailed or hand-delivered to the Tennessee Arts Commission by deadline

DIAGRAM FOR COLATING GRANT APPLICATIONS

Pages of EACH grant application should be arranged as shown:



DIRECTIONS

Put **ONE** staple through the left-hand corner of each collated application. You should have three applications with one staple in each.

TIPS:

- Do NOT individually staple each section of the application. For example, do not staple the Narrative, then staple the Budget, etc. Each application should have only **ONE** staple.
- Do NOT insert cover letters, table of contents, cover pages or section dividers. Applications should only include what is requested.
- Do NOT submit applications as loose-leaf pages. If the application is too thick for a standard stapler, then go to a copy center such as Kinko's to access a larger stapler.
- Do NOT place each application in a binder, folder or any other container.
- Do NOT insert any additional information into the application other than what is requested in the Grant Guidelines.
- Do NOT hand-write any sections of the application as this will **DISQUALIFY** the application. The only section where handwriting is appropriate is on the designated

signature area of the Assurances page. If you encounter difficulty typing in a grant document, contact Lee Baird at lee.baird@tn.gov.

- Do NOT submit un-collated applications. The diagram above provides clear instructions on how each application should be arranged. Applications that are not collated will be DISQUALIFIED.

Question-by-Question eGrant Instructions for Teacher Incentive Grants

LOG-IN & PASSWORD:

Use the same log-in and password for ALL applications submitted to the TN Arts Commission. **Caution:**

- Do NOT create separate log-in and password information for each application!
- **Do NOT use a log-in for a school or organization.** Teacher Incentive grants must be made in the name of the individual, so individuals must have their OWN eGrant account. For new applicants or individuals without their own eGrant account, click the [registration instructions](#) provided on the eGrant home page for creating an account.




CREATING AN APPLICATION

Once you have logged in, you will need to create a new application. Scroll down to the bottom of the page where you will see the following:

(Select a Grant Type) ▼	Create New Application
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Use the drop down box to select the grant application you need. Then click the “Create New Application” box.

After clicking “Create New Application,” you will then see the new application appear. It will resemble something similar to the following:

2013 TAC Arts Education: Teacher Incentive (ID:47894)	Application – Rolling Working AE-TI	  		
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To the left, you will see the name of the application you are working on along with an ID number. Toward the right, you will see the words “Rolling Working.” This means the application has not been completed. Once you have finished the application, you will notice that “Rolling Working” changes to “Submitted.” This verifies that the application has been submitted to the TN Arts Commission.

To the far right, you will see five different colored buttons:

Click on the **black** “EMAIL” button to reach technical support.

Click on the **blue** “GUIDES” button to access all grant guidelines.

Click on the **yellow** “VIEW” button when it’s time to print the application.

Click on the **green** “EDIT” button to open and begin working in the application. If you decided to stop and go back to the application at a later time, you will always click the green EDIT button to reenter the application.

Click the **red** “DELETE” button to delete applications that you are no longer using.

START WORKING IN THE APPLICATION

To get started working in the application, click the green EDIT button.
This will open the application so that you may begin working.



SECTION I: APPLICANT PROFILE

Provide contact information for the individual applying for the grant. If the application is funded, the applicant will be responsible for managing the grant, contracts, and the close-out process.

- **Home Address:** Include the home mailing address of the applicant. Do NOT put your school or business address.
- **Zip Code:** You MUST include your 9-digit zip code. If you do not know your 9-digit zip code, contact your local post office or http://zip4.usps.com/zip4/zcl_0_results.jsp
- **Contact Person:** This needs to be the person applying for funding.
- **Telephone for Contact Person:** This phone number can be an office number.
- **Home or Cell Phone Number for Contact Person:** This phone number must be different from the Telephone number above and in use during the summer months.
- **Physical Address:** If your physical address is different from your mailing address, you will need to provide information for both.
- **Legislative districts:** Provide legislative district numbers based on your **physical address**, NOT mailing address. If unsure about your district numbers, follow the links provided in the application or contact your county election commission. **Do NOT type the name of your senator or representative. Only the correct legislative district number.**
- **Applicant Institution:** Use the drop-down menu to select the appropriate description. For artists, select “Individual-Artist.” For individuals who are not artists, select “Individual-Non Artist.”
- **Grantee Race:** Use the drop-down menu to select the appropriate description.
- **Applicant Discipline:** Use the drop-down menu to select the main art form of the applicant, NOT the project. For non-artists, select “Non-arts/Non-Humanities.”
- Then click either the “Save Your Work” button to save and come back later or “Save & Next” to move on to the next section. This is what it will look like:



SECTION II: PROJECT

The purpose of this section is to provide a snapshot of the project for which you are requesting funding.

- **Project Title:** Type the name of the professional
- **Amount requested:** Insert the total amount of grant funds you are requesting. This amount must match the amount on the Project Budget page.
- **Funding description:** Include a brief explanation of exactly how grant funds will be used. For example, “*Artist fees to teach music workshops.*”

- **Date(s) of Activity:** Insert the project dates in the format shown. Check the grant guidelines to make sure the project falls within the funding period.
- **Individuals benefitting:** Estimate the total number of individuals directly benefitting from the proposed project. This may include actual participants in the project as well as audience members (family, friends, community members) who may attend a performance or exhibition as part of the proposed project. ***Do not include individuals who were not exposed directly to the project.*** For example, if a school holds an end-of-project performance, only include those individuals who actually participated or attended. Do not include people who may hear about the performance after-the-fact from audience members or participants.
- **Youth Benefitting:** Isolate the number of youth (18 and under) who participated in the project or benefitted from seeing a final performance, exhibition or other event related to the project.
- **Artists Participating:** Include the actual number of professional artists (paid and unpaid) who will be participating in the project. Do NOT include children, college students or interns.
- **Project Discipline:** Select the art form that best describes the focus of your project. For projects involving many art forms, select “Multi-disciplinary.”
- **Type of Activity:** Select the description that best describes the focus of your project. For example, if the application requests funds to bring in a teaching artist to a school, you would select “School/Residency.”
- **Project Race:** If the project is designed to reach one particular race or group, select the appropriate description from the drop-down menu. If the project is not for any one single group, select “No Single Group.”
- **Arts Education:** Choose the percentage that best represents how much of the project is targeted toward a certain age group such as K-12, preschool, higher education, etc. If the project does not involve arts education, select “None of the project involves arts education.” **NOTE:** *Applicants who select “None of the project involves arts education” should NOT APPLY for arts education funds.*
- **In-kind contributions:** Insert a description of any donated goods and services you anticipate receiving for the proposed project. For example, if a local hardware store is donating lumber, estimate the value of the lumber. If parents are volunteering to assist in the classroom as part of a residency, estimate the value of their time. Then, in the box below, insert the estimated dollar amount of the donated items or services. **Do NOT include these in your Project Budget.**
- Then click either the “Save & Previous” button to go back to the previous section; the “Save Your Work” button to save your information and come back at a later date to finish your application; or the “Save & Next” button to continue on to the next section. This is what it will look like:

Save & Previous	Save Your Work	Save & Next
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SECTION III: REQUIRED DOCUMENTS & INSTRUCTIONS

This section contains additional documents that will require Adobe Reader Version 8.0 or newer. Follow the instructions on the eGrant for downloading the correct version. Required Documents are:

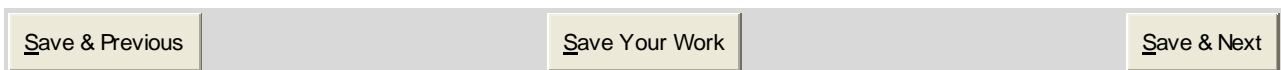
- **Proposal Narrative:** Provides a detailed description of what will occur during the project.
- **Budget:** Shows how Commission funds will be used.
- **Assurances Page:** Signature page required to validate the information in the application.

NOTE: Once you open these documents, you will need to **SAVE THEM TO YOUR COMPUTER DESKTOP** in order for your information to be saved. With older versions of Adobe, you may be able to open and type in the documents, but information will not be saved. Make sure to have the newest version of Adobe and save the documents to your computer desktop.

FINISHING & SUBMITTING THE eGrant:

Once you have completed all sections of the eGrant, you will be prompted to do the following:

To submit your eGrant application click on "**Save and Next**" as shown below.



Clicking on one of the "SAVE" buttons will save the application but **NOT** the narrative, budget or Assurances page. These documents must be saved individually to your desktop! Read Section III again if needed.

"Save & Previous" will save the application and return you to the previous section.

"Save Your Work" will save the application so that you can come back later and finish.

"Save & Next" will take you to the final section of the eGrant for submission.

NOTE: The Narrative, Budget and Assurances Page found under the Required Documents section (SECTION III) **WILL NOT** submit electronically with the eGrant application (**which is why it is important to save them to your desktop**). Only Sections I & II transmit electronically. Make sure to save the Required Documents as they will need to be printed out and inserted into the hard copy applications that you will mail to the Commission.

VERIFICATION & SUBMISSION

If there are errors in the application, you will see a "Go fix it!" message. Click on the "Go fix it" link to be taken back to the specific issue in the application. You will NOT be able to submit the eGrant until all errors have been corrected.

Once you have corrected errors and hit the "Submit" button, you will receive an email confirmation that your eGrant has been received by the TN Arts Commission. **SAVE THIS EMAIL** in case you need to provide verification that the grant application was submitted.